



**ATOMIC ENERGY EDUCATION SOCIETY**  
(An Autonomous Body under Department of Atomic Energy, Govt. of India)  
Western Sector, Anushaktinagar, Mumbai – 400094

**Admission circular for Classes I-XII for the Academic Session 2016-17**

This circular contains the guidelines for admission to classes from I to XII for the Academic Session 2016-17 in the Atomic Energy Central Schools/Junior Colleges for the wards of DAE employees as well as those wards seeking admission under RTE Act/SEEP Program (earlier called as TNP) and for other Non-DAE categories. **Admissions in Class I under SEEP program are not considered in urban areas.** (Mumbai, Hyderabad, Mysore and Indore)

**PART-A: FOR DAE WARDS**

Fresh admission in class I is mandatory for all the DAE wards, irrespective of whether they were studying in pre-preparatory or preparatory classes of schools of AEES or not.

**1. Eligibility**

- (i) Children of employees of the Constituent Units, Projects, Aided Institutes, Public Sector undertaking under full control of Department of Atomic Energy (DAE) are eligible for admission in Atomic Energy Central Schools and Junior Colleges.
- (ii) The admission to the wards of CISF employees working in DAE units would be considered at par with DAE wards as long as the CISF employee continues to work in DAE units. This concession ceases once CISF employee leaves DAE or its Constituent Units.
- (iii) Children of DAE employees who have superannuated or have expired while in service or who have become invalidated while in service will be treated at par with DAE wards for admission.
- (iv) The admission to the wards of Intelligence Bureau employees working in Atomic liaison units in DAE would be treated at par with DAE ward as long as the IB employee continues to work in Atomic liaison units in DAE. This concession ceases once IB employee leaves DAE.

**2. Age**

The **eligible minimum age as on 31<sup>st</sup> March, 2016** for admission in various classes is as follows:

Class	Minimum Age	Born on or before
I	5 Years	31 <sup>st</sup> March, 2011
II	6 Years	31 <sup>st</sup> March, 2010
III	7 Years	31 <sup>st</sup> March, 2009
IV	8 Years	31 <sup>st</sup> March, 2008
V	9 Years	31 <sup>st</sup> March, 2007
VI	10 Years	31 <sup>st</sup> March, 2006
VII	11 Years	31 <sup>st</sup> March, 2005
VIII	12 Years	31 <sup>st</sup> March, 2004
IX	13 Year	31 <sup>st</sup> March, 2003
X	14 Years	31 <sup>st</sup> March, 2002
XI	15 Years	31 <sup>st</sup> March, 2001
XII	16 Years	31 <sup>st</sup> March, 2000

**3. Admission Form**

Admission Form can be downloaded from AEES website. The duly filled form along with an amount of Rs. 50/- should be submitted to the AEC School/Jr. College in which the admission is being sought.

OR

Admission Form can also be procured from the office of AEC School/ Jr. College in which admission is sought by paying an amount of Rs. 50/-

#### 4. Document to be submitted

**For Class-I:** Original birth certificate issued by the Municipality/ Municipal Corporation or the birth certificate issued by Panchayat Office/Village Mukhia/Sarpanch of a Gram Panchayat endorsed under the seal and signature of the Revenue/ Panchayat Officer of the concerned area. **Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.**

**For Class II to X:** Transfer certificate along with the progress report card of last studied class from the leaving school **are also required.**

**For Class XI-XII:** The policy for admissions and the documents required for admissions will depend on the requirements of the respective Board.

#### 5. Admission Schedule

The Admission schedule is given as below:

Sr. No.	Schedule	Date	Time
01	Distribution of Admission Form from class I to class X	11-01-2016 to 16-01-2016	9 am to 11 am
02	Submission of the duly filled in Admission forms with all supporting documents	18-01-2016 to 23-01-2016	9 am to 11 am
03	Display of the list of students found eligible and qualified for admission to Class I to Class X	04-02-2016	2.00 pm
04	Admission of DAE wards from Class I to class X	08-02-2016 to 13-02-2016	9 am to 12 noon
05	Admission to class XI and XII will be taken up after the board results	---	---

Note: (i) No change in schedule is allowed without prior approval of the Central office, AEES, and (ii) Distribution of Application/Admission Forms, their submission, display of lists, final admission etc. shall be done at the respective AEC School where admission is sought, or the co-ordinating school assigned for the purpose, locally.

#### 6. Fee

Fees will be charged for all the twelve months of an academic session at the time of admission. However, fee can be paid in two instalments i.e. in April and October of the academic session.

The Fee Structure is as follows:

Class	Tuition Fee	PUVVN Fee	Computer Fee
I to V	Rs. 500/-per month	Rs. 150/-per month	Nil
VI to X	Rs. 500/-per month	Rs. 150/-per month	Rs. 30/- per month
XI & XII	Rs. 500/-per month	Rs. 150/-per month	Rs.50/- per month

Note:

1. All girls students and students belonging to SC/ST categories of DAE are exempted from paying tuition fee
2. A single child who is a girl need not pay the PUVVN fee from Class VI to XII.
3. Only two children, if both are girls, are required to pay 50 % of prescribed PUVVN fee from Class VI to XII.

Information, if found wrong at any stage, will lead to the cancellation of the admission.

Please visit [www.aees.gov.in](http://www.aees.gov.in) for general information about AEES. This information sheet with application form can also be viewed at this website.

## PART-B: For wards seeking admission under RTE Act, SEEP Program (Earlier called as TNP) and other Non-DAE Categories (ND-1 to ND-4)

AEES has implemented Right To Education (RTE) Act in 2015-16. Fixed number of Admissions in Class-I under Societal Enrichment Educational Programme (SEEP), [earlier known as Talent Nurture Programme, (TNP)] in Rural areas will also be taken up through this admission circular. Other Non-DAE wards (ND-1 to ND-4 categories) at all centres are also allowed to apply for Class I to XII through this admission circular subject to availability of seats.

**No admissions under RTE Act and SEEP Program will be considered from Class II to XII.**

**Please note that admissions for ND-1 to ND-4 categories wards are not assured.**

### 1. Method of admission

#### (a) Admission tests:

- (i) **No admission test** for the students seeking admissions in classes I to VIII.
- (ii) **Admission test** would be conducted for classes IX and X, based on the syllabus of CBSE curriculum of the previous class to which the admission is being sought in the subjects Hindi English, Maths and General Science. The test will be for 3 hr duration and for a maximum of 100 marks. The qualifying marks for the admission would be 33%.

#### (b) Method for calculating the number of admissions under RTE and remaining Non-DAE seats for Class- I:

For admission to 25% of seats in Class-I, in compliance with the RTE Provisions, the following methodology will be adopted.

1. Let the No. of DAE students to be admitted:  $x$
2. Then No. of admissions under RTE:  $x/3$
3. After this the required No. of Sections in Class-I will be:  $n$  (an integer)  
(Which is determined from the ratio:  $(x+x/3)/35$ .  
For example, if this ratio is 2.3, then the no. of sections  $n=3$ ).
4. Total No. of students that can be admitted in Class I:  $z=(n \times 35)$
5. The remaining No. of admissions to be done under RTE:  $y=[z-(x+x/3)]/4$
6. Hence, total of RTE admissions in Class I :  $(x/3+y)$
7. Remaining admissions to be allotted to other non-DAE students:  $[z-(x+x/3+y)]$

#### Illustrative Example:

1. Let the no. of DAE students to be admitted:  $x = 72$
2. Then no. of admissions under RTE:  $x/3 = 24$
3. The required no. of Sections in Class I:  $n = 3$ , because  $(72+72/3)/35 = 2.74$ , and the next higher integer is 3.
4. Total no. of students that can be admitted in Class I:  $z = (n \times 35) = 105$
5. The remaining no. of admissions that need to be done under RTE:  
 $y = [z - (x+x/3)] / 4 = [105 - (72+72/3)]/4 = 2$
6. Hence, total of RTE admissions in class I:  $(x/3 + y) = 24+2=26$
7. Remaining admissions (to be allotted to other non-DAE students):  
 $[z - (x + x/3 + y)] = [105 - (72+72/3+2)] = 7$

If the number of applications received seeking admission into Class I under the provisions of RTE Act are beyond the prescribed seats i.e.  $(x/3 + y)$ , respective Heads of AEC School should fill up the said fixed number of seats under RTE Act, as well as SEEP, by having a system of Draw of Lots, as stated above. The composition of committee for drawing of lots will be as decided by the respective Chairman, LMC which may be, in general, in line with the procedure followed in KV Schools.

**(c) Composition of Committee for draw of lots:**

Chairman, LMC will constitute a committee for the purpose of conducting a Draw of Lots (to be held for Class I admissions only).

**2. Eligibility**

**(a) Eligibility for grant of admission in Class I under the provisions of RTE Act:**

Children residing in the neighbourhood area, who belong to Disadvantaged Group and/or Weaker Section are eligible to seek admission under the provisions of RTE Act, 2009

**DEFINITION OF DISADVANTAGED GROUP**

1. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d) of RTE Act).
2. Child with special needs and suffering from disability will be determined as per the provision mentioned in RTE Act 2009 or as defined by the concerned State Govt.

**DEFINITION OF WEAKER SECTION**

Child belonging to weaker section means a child belonging to such a parent or guardian (declared by a Court or a Statute) whose annual income is lower than the minimum limit specified by the appropriate government, by notification (Section 2(e) of RTE Act).

The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

**DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENCE**

Since AEC Schools are located at places with varied density of population, they have been categorised for determining the limits of neighbourhood, as follows:

AEC Schools situated in Urban areas (Mumbai, Hyderabad, Mysore and Indore)	5 Kms. radius
AEC Schools situated in areas other than centres as stated as above.	8 Kms. radius

The following documents are required to be submitted at the time of admission in the respective schools where admission is sought under the provisions of RTE Act.

- For Class-I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council/ Municipality/ Municipality Corporation extract about the date of birth from records of Village Panchayat.
- A certificate that the child belongs to the Scheduled Caste/ Scheduled Tribe/ EWS/OBC (Non-Creamy Layer)/ BPL/ Differently abled, wherever applicable, issued by the competent authority in concerned State Government/ Union Government. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not

available for the child. However, the certificate in respect of the child has to be submitted within a period of 3 Months from the date of admission.

- A Certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
- Proof of residence.

Note:

1. Proof of residence shall have to be produced by all applicants.
2. A self-declaration in writing from the parent about distance may also be accepted to this effect

**(b) Eligibility under SEEP Program:**

Limited Admissions under SEEP Program in Class-I are considered in some of the AEC Schools situated in rural areas. The detailed guidelines for grant of admissions under this program are available with the respective Heads of AEC schools. Parents are requested to contact the concerned Heads of schools in this regard.

**(c) Eligibility under other Non-DAE Categories:**

- (i) Available seats if any, for other Non-DAE students belonging to ND-1 to ND-4 categories in each class will be put up on the notice board before issuing the application forms by the respective AEC Schools or by the Coordinating school where there is more than one school. **The number of applications being issued by the Heads of AEC Schools/ Coordinating Principal for grant of admission to other Non-DAE Categories shall not be more than five times of available seats in any given class.** Applications will be issued to other Non-DAE categories on First-come-First-served basis.
- (ii) Categories of Non-DAE wards for seeking admission in AEC Schools against the vacant seats, if any, is as follows.

Category Code	Description
ND-1	Wards of the Project Affected people, whose land has been acquired for the DAE project (applicable only for first generation)
ND-2	Wards of Central/state Government/PSU employees engaged in DAE (e.g. Sausheelya, Mehatva School for special children, Co-operative Credit Society, Banks, and Post Office etc.) and the wards of the employees of major contractors working for DAE projects and Wards of the defence Personnel or wards of their widows.
ND-3	Grandchildren of serving/retired or expired DAE employees (One admission per employee). Grandchildren of AEES employees (Serving/Retired) will have preference.
ND-4	Wards of people residing around DAE establishment

Note:

- (i) Non-DAE admissions for ND-1 to ND-4 categories will be considered subject to the availability of seats. In no case, the non-DAE admission should lead to an increase of Sections in any class.
- (ii) **For rural areas**, the order of Merit of the Non-DAE categories will be finalized by the respective Chairman, LMC as per the demand of local conditions which may vary from time to time and one site to another site.
- (iii) **For urban areas**, the order of Priority for admission of wards of Non-DAE employees will be generally in sequence of the Non DAE categories.
- (iv) Chairman, LMC should forward all the recommendations for Non-DAE admissions to Central Office, AEES for approval.

### 3. Age

The eligible minimum age as on 31<sup>st</sup> March, 2016 for admission in various classes is as follows:

Class	Minimum Age	Born on or before
I	5 Years	31 <sup>st</sup> March, 2011
II	6 Years	31 <sup>st</sup> March, 2010
III	7 Years	31 <sup>st</sup> March, 2009
IV	8 Years	31 <sup>st</sup> March, 2008
V	9 Years	31 <sup>st</sup> March, 2007
VI	10 Years	31 <sup>st</sup> March, 2006
VII	11 Years	31 <sup>st</sup> March, 2005
VIII	12 Years	31 <sup>st</sup> March, 2004
IX	13 Year	31 <sup>st</sup> March, 2003
X	14 Years	31 <sup>st</sup> March, 2002
XI	15 Years	31 <sup>st</sup> March, 2001
XII	16 Years	31 <sup>st</sup> March, 2000

### 4. Admission Form

Admission forms under RTE, SEEP and for other Non-DAE wards can be obtained from the school concerned/Coordinating School in which admission is to be sought by paying an amount of Rs. 50/-. **However, this fee will not be charged from the parents seeking admission under RTE Act and SEEP.**

**Separate admission forms need to be submitted if the admission is sought under more than one category, i.e. RTE, SEEP and other Non-DAE categories (ND1 - ND4).**

Application Forms will be issued on First-come-First-served basis. The duly filled in Application Forms should be submitted in the school/Coordinating school.

Application forms for RTE and SEEP categories can be downloaded from AEES website ([www.aees.gov.in](http://www.aees.gov.in)).

However, the application form for **Non-DAE category (ND1-ND4)** can only be viewed (**Read Only**) at AEES website ([www.aees.gov.in](http://www.aees.gov.in)) but cannot be downloaded. These forms need to be obtained from the school concerned/Coordinating School in which admission is to be sought by paying an amount of Rs.50/-

### 5. Admission Schedule

S. N.	Schedule	Date	Time
1	Distribution of Admission Form for class I to class X	15-02-2016 to 20-02-2016	10 am to 1 pm (First-Come First-Served Basis)
2	Submission of the duly filled in Admission forms with all supporting documents	22-02-2016 to 26-02-2016	10 am to 1 pm
3	Admission Test for classes IX and X	01-03-2016	9 am to 12 noon
4	Display of list of students eligible for admission under RTE Act/SEEP Program (both for Class-I) and Non-DAE categories (all Classes)	21-03-2016	4 pm
5	Admission of eligible students under RTE/SEEP Program and other Non-DAE categories for Class I, only	22-03-2016 to 26-03-2016	9 am to 1.00 pm
6	Admission of eligible students of other Non-DAE categories for classes II to X along with Report Card and TC	28-03-2016 to 02-04-2016	10 am to 12 noon
7	Admission to classes XI and XII	will be taken up after the board results	

Note:

- (i) No changes in the schedule without prior approval of the Central office, AEES is allowed.
- (ii) Distribution of Application/Admission Forms and its submission, display of lists, final admission etc. shall be done at the respective AEC Schools/ Co-ordinating schools as the case may be, where admission is sought.

## 6. Fee

Fees will be charged for all the twelve months of an academic session at the time of admission. However, fee can be paid in two instalments i.e. in April and October of the academic session.

The Fee Structure is as follows:

Category	Class	Tuition Fee (Rs/month)	PUVVN Fee (Rs/month)	Computer Fee (Rs/month)
In respect of non-DAE students seeking admission in AEC schools located in urban areas i.e. Mumbai, Indore, Hyderabad and Mysore	I to V	1500	150	Nil
	VI to X	1500	150	30
	XI & XII	1500	150	50
In respect of non-DAE students seeking admission in AEC Schools at all other stations (except the schools mentioned at Sr. No. 1 in this table)	I to V	750	150	Nil
	VI to X	750	150	30
	XI & XII	750	150	50
Wards of non-DAE employees who are working in any Central/State Government/ Public Sector Undertaking and / or in the auxiliary/supporting services with a DAE unit with Pay + Grade Pay less than Rs. 11200/- (as per revised pay) or Rs. 4500/- (as per pre-revised pay) per month.	I to V	500	150	Nil
	VI to X	500	150	30
	XI & XII	500	150	50

Note:

- (i) No fee to be charged for students admitted under RTE for Class-I to Class-VIII. However, the employees who have the facility of fee reimbursement in their department cannot claim RTE concessions.
- (ii) All girl students and students belonging to SC/ST categories of Non-DAE are exempted from paying tuition fee.
- (iii) A single child who is a girl need not pay the PUVVN fee from Class VI to XII.
- (iv) Only two children, if both are girls, are required to pay 50 % of prescribed PUVVN fee from Class VI to XII.
- (v) All foreign citizenship children irrespective of boys/girls belonging to ND-3 category of Non-DAE are not exempted from paying tuition fee.

## 7. Documents to be submitted

- (i) **For Class-I:** Original birth certificate issued by the Municipality/ Municipal Corporation. Or the original birth certificate issued by Panchayat Office/Village Mukhia/Sarpanch of a Gram Panchayat endorsed under the seal and signature of the Revenue/ Panchayat Officer of the concerned area. **Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.**
- (ii) **For classes II-XII:** Those seeking admission to any class from II to XII will be required to submit a valid and original Transfer Certificate (TC) from the school last attended. The TC produced should be appended with the signature of the Principal/Vice Principal (if Principal is not available). If the place of birth is not indicated in the TC of the previous school, the proof of place of birth of the child is to be produced. In case of students migrating from CBSE affiliated/ State Board School, the TC needs to be countersigned by the concerned Education Officer.

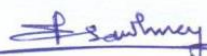
**(iii) Documents under Non-DAE**

- (a) Parents of wards who belong to ND-1 Category should submit relevant documents thereof from the concerned authorities i.e. Revenue Department and DAE Unit.
- (b) (i) Parents of the Wards of Central/State Govt/PSU employees engaged in DAE activities and/or working for the DAE applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.  
(ii) Parents of wards of employees of the major contractors working for DAE units applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.  
(iii) Wards of defence personnel or wards of their widows applying under ND-2 should submit the documentary proof stating that their parents are/were defence personnel.
- (d) Parents of wards who belong to ND-4 category should submit the proof of residence.
- (e) Non DAE parents of all the aforesaid categories have to furnish latest salary certificate issued by the employer concerned in original or latest income certificate in original issued by the Revenue authorities along with the admission application.
- (f) Immediately after obtaining the admission, parents are requested to collect back the original birth certificate from the respective Head of School while retaining an attested copy of birth certificate in the school for record.
- (g) Original T.C. to be submitted at the time of taking the admission. The original T.C. will not be returned if a student seeks to leave the school.
- (h) Photocopy of the last Report card of the class for which annual examination was given.
- (i) Photocopy of residential allotment letter issued by the concerned DAE Unit allotment section, wherever applicable.
- (j) Latest pay slip, if seeking fee concessions, should be attested by the constituent DAE authorities and should be produced at the time of payment of fees.
- (k) Caste certificate, if applicable. Attested photo copy of caste certificate in the name of the student has to be furnished in order to avail fee concession. Caste certificate of the parent shall not be considered.
- (l) Fee concession will be granted only upon furnishing the Affidavit for Child's status.

**Note:**

- 1) Once admission is granted to a Non-DAE student in an AEC School at a centre having more than one school, no further request will be entertained for change of school.
- 2) Information, if found wrong at any stage, will lead to the cancellation of the admission.

Please visit [www.aees.gov.in](http://www.aees.gov.in) for general information about AEES. This information sheet with application form can also be viewed from the website)

  
( Head, Academic Unit)

To



## Heads of AEC Schools/ Junior Colleges

Copy to:

1. Chairman, AEES, Mumbai
2. Secretary, AEES, Mumbai
3. Chairmen, LMC, AECS/JC
4. Head, Personnel Division, BARC (10 copies for Notice Boards, with a request to give wide publicity)
5. Registrar, TIFR, Mumbai 400 005
6. CAO, HWB Office, VS Bhavan, Anushaktinagar, Mumbai 400 094
7. CAO, DCS &EM, VS Bhavan, Anushaktinagar, Mumbai 400094
8. C.A & A.O. TMC, Parel, Mumbai 400 012
9. CAO, AEES, Mumbai
10. Under Secretary, Administration, Department of Atomic Energy, Mumbai -400 001
11. Manager, Personnel, NPCIL, VS Bhavan, Anushaktinagar, Mumbai 94
12. Manager, Personnel, NPCIL, Cuffe Parade, Mumbai 400 005
13. Manager, Personnel, NPCIL, CBD Belapur
14. AO-III, AEES, Mumbai
15. Administrative Officer, DPS, VS Bhavan, Anushaktinagar, Mumbai 400094
16. Administrative Officer, HBCSE, Anushaktinagar, Mumbai
17. Administrative Officer, BRIT, Anushaktinagar, or Vashi (new Mumbai)
18. Administrative Officer, AERB, Anushaktinagar, Mumbai 400 094
19. Principal & Head, Academic Unit, AEES, Mumbai
20. Accounts Officer, AEES, Mumbai
21. Admn. Officer-II, AEES, Mumbai
22. Asstt Admn Officer, AEES (E/PF & Salary/Bills) Central Office, Mumbai
23. Officer-in-charge, P&C Section, Central Office, Mumbai
24. Officer-in-charge, Purchase Cell & Gen. Administration, Central Office, Mumbai
25. Data Management Cell, AEES
26. File 99
27. Master File